

SELF ASSESSMENT

PWC JAX

OF THE MANAGEMENT OF WEIGHT HANDLING EQUIPMENT

NAVFAC P-307 Revised 12/02/01

REFERENCE

PROGRAM ELEMENT SECTION 1 GENERAL OVERVIEW PROGRAM MANAGEMENT:

		YES	NO
P-307 Para. 1.5	1) Are personnel involved in maintenance, alteration, repair, inspection, testing and operations of WHE trained and qualified in accordance with section 13?	X	
	2) Are crane inspection and testing personnel independent from other crane personnel/organizational components?	X	
P-307 Para. 1.6.1	3) Do all Navy owned cranes and derricks used in Cargo Transfer operations and all floating cranes and derricks used in shipbuilding, ship repair and shipbreaking receive a third party certification from the Navy Crane Center (NCC)? Or by an OSHA approved private agency for non-Navy owned cranes (for activities in the U.S. and territories)?	X	
P-307 Para. 1.6.2	4) Do container spreaders and below the hook lifting devices (rated loads >10,000 lbs.) purchased or manufactured after 21 January 1998 have a third party certification in accordance with table 14-1 of NAVFAC P-307?		N/A
	a) Is the third party certification retained in the equipment's history file for the life of the gear?		N/A
P-307 Para. 1.7.1	5) Are rented or leased cranes operated by Navy or BOS employees and cranes owned/operated by BOS contractor employees, inspected, tested and certified to the requirements of P-307, section 3, prior to use?		N/A
	a) Are crane operators licensed in accordance with the requirements of section 6 through 8 (or equivalent for BOS contractor personnel)?	X	
	b) For long term leases (over 4 months), are the maintenance and inspection requirements of NAVFAC P-307, section 2, being followed?		N/A
	CONTRACTOR CRANES:	YES	NO
P-307 Para. 1.7.2	6) Does the host command have a policy for contractor crane access, safety, and operation aboard the activity?	X	
	7) Have the organizations with contracting authority within the activity included in contracts, purchase order or statements of work, etc. the applicable requirements for contractor cranes operating on the facility?	X	
	a. Does the activity have a list of all organizations with contracting authority that may order crane services?	X	
P-307 Para. 1.7.2.a	8) For other non-Navy owned cranes, is there a policy that requires the contractor to comply with specific activity regulations pertaining to crane safety and operation (including allowable crane access routes and ground loading limitations) whereby the contracting officer is notified in advance of any crane that is planned to enter the activity?	X	
	a) Does the contractor comply with ASME B30.5 for mobile cranes and ASME B30.22 for articulating boom cranes?	X	
P-307 Para. 1.7.2.b	9) Has the contractor provided a certificate of compliance (appendix P) that the crane and rigging gear meet all applicable OSHA regulations?	X	
	a) Has the contractor certified that all crane operators have been trained not to bypass safety devices?	X	
	b) Are the certifications posted on the crane?	X	
P-307 Para. 1.7.2.c	10) For mobile cranes with capacities of 50,000 pound and greater, has the crane operator been designated as qualified by a source that qualifies crane operators?	X	
	a) Has the contractor provided proof of qualification?	X	
P-307 Para. 1.7.2.d	11) Has a critical lift plan been submitted for lifts over 80% capacity, lifts involving more than one crane or hook, lifts of personnel or lifts involving non-routine rigging or operation, sensitive equipment, or unusual safety risks?	X	

Enclosure (2)

CONTRACTOR CRANES (Continued)

		YES	NO
P-307 Para. 1.7.2.e	12) Has the contractor, in the event of an accident, provided the contracting officer within 30 days of the event, a WHE accident report?	X	

ACN to P-307 R191601Z NOV 01	a) Were crane operations suspended until the accident cause and corrective actions implemented to the contracting officers satisfaction?	X		
	b) Has the contractor conducted an accident investigation to establish root cause(s)?	X		
	c) Are all accident reports involving contractor cranes reported to the host activity and Navy Crane Center?	X		
P-307 Para. 1.7.3	13) Do WHE managers, in coordination with contracting officers, spot check crane operations and report obvious unsafe practices using appendix P checklist?	X		
	14) Has the Commanding Officer established and promulgated a policy to ensure safe operation of WHE when Navy personnel may be exposed to crane operations of tenant commands of other military services and agencies?	X		
	15) Are required WHE program forms (operations, inspection, load test, certification and maintenance) current and in compliance with NAVFAC P-307?	X		
P-307 Para. 1.10 P-307 Para. 1.11	16) Provide a copy of the most recent WHE program audit conducted (internal and/or other outside agency).	X		
	17) Has the activity developed standard written procedures for managing their weight handling program?	X		
	a) Does the activity have a WHE personnel organization chart? (Provide copy to NCC)	X		
	b) Does the implementing instruction detail duties and responsibilities of WHE personnel?	X		
	SECTION 2 MAINTENANCE		YES	NO
P-307 Para. 2.1 P-307 Para. 2.1 P-307 Para. 2.2	1) Are personnel performing maintenance inspections trained and qualified as inspectors as required by section 13?	X		
	2) For floating cranes, is the maintenance of the barge in accordance with OPNAVINST 4790.4?			N/A
	3) Does the activity perform maintenance inspections for all units of category 1, 2, 3 and 4 WHE in accordance with the requirements set forth in appendices C and D?	X		
P-307 Para. 2.2.1	4) Are maintenance inspection specifications (based on applicable portions of appendix C and OEM recommendations) developed and in use for category 4 cranes.?	X		
	5) For annual certification, are the applicable maintenance inspection forms (MISR, appendix C/D) Included with the rest of the certification package and submitted to certifying official for review?	X		
	6) Are completed Maintenance Inspection Specification and Record (MISR) forms filed in the respective equipment history file and retained in accordance with the retention times of table 5-1?	X		
P-307 Para. 2.2.2 P-307 Para. 2.3	7) Have specification data sheets been developed to augment the maintenance inspection specifications and used by inspectors to check for wear, adjustments, settings and tolerances during inspections?	X		
	8) Has the activity contacted the OEM or authorized distributor for supplemental service information (bulletins) applicable to the equipment in service (particularly mobile cranes)?	X		
	9) Have MISR forms been developed in accordance with the sample format shown in appendices C and D?	X		
	10) Are MISR forms used to record each inspection and filed in the equipment history file?	X		
	a) Are actual measurements recorded on the MISR form where measurements are required or specified for acceptance (e.g., chain measurements, brake adjustments)?	X		
	b) Are brake data sheets developed for each crane as illustrated in appendices C and D?	X		
	c) When an unsatisfactory condition is found, is the condition identified on the "Unsatisfactory Item" sheet with a statement of condition observed?	X		
	d) Are corrective actions detailed on a Shop Repair Order (SRO) or other work document?	X		
	e) Is the repair order number recorded on the MISR form?	X		
	f) Are SRO's involving work on major components (load bearing/ load controlling or operational safety devices) reviewed by an inspector or engineer prior to work?	X		
	g) When recertification is required following the accomplishment of work on major components, is the recertification requirement noted on the work document?	X		
	h) Are cranes to be repaired positioned in a location that will minimize interference with other cranes and operations ?	X		
	SECTION 2 MAINTENANCE (continued)		YES	NO
P-307 Para. 2.3.1	l) Does the repair location enable safe access for personnel?	X		
	11) Is stored energy controlled as required by the activity's lockout/tagout procedures?	X		
	a) Is the lockout/tagout procedure followed before repairs are made to the equipment?	X		
	12) Are controls in place to ensure all replacement load bearing, load controlling parts, and safety devices are identical to those of the original design?	X		

P-307 Para. 2.3.2	a) Are changes referred to the activity engineering organization for resolution?	X		
	13) Has the inspector provided a reinspection following satisfactory repairs to verify the actions taken have corrected the reported deficiency?	X		
P-307 Para. 2.3.3	a) Has the inspector signed the work document to affirm that the work has been satisfactorily performed?	X		
	b) Did the reinspection include an operational test when appropriate?	X		
P-307 Para. 2.3.3	14) Have all major deficiencies been corrected prior to the annual certification?	X		
P-307 Para. 2.3.3	a) Has all deferred work been provided with engineering justification and approved by the certifying official?	X		
P-307 Para. 2.4.1	15) Are all maintenance inspections for category 1 cranes conducted in accordance with the schedule (calendar months or engine hours) as required?	X		
P-307 Para. 2.4.1.1	a) Is the scheduling basis for category 1 cranes (either engine hours or calendar month) annotated in the equipment history file for the crane?	X		
	16) Are maintenance inspections for category 2, 3, and 4 cranes conducted annually?	X		
P-307 Para. 2.5	17) Are lubrication and servicing instructions developed in accordance with OEM manuals and instructions?	X		
P-307 Para. 2.6	a) Are lubrication and servicing actions documented and maintained in the equipment history record file?	X		
	18) Are all requests for extensions to inspection and maintenance schedules submitted to the certifying official for approval?	X		
	a) Is each authorization to extend in writing and filed in the equipment history file?	X		
SECTION 3 CERTIFICATION			YES	NO
P-307 Para. 3.1	1) Have the certifying official(s), including alternates, for WHE been designated in writing by the Commanding Officer of the activity? If the activity certifies cranes for other activities, have those activity commanding officers designated the certifying official?	X		
P-307 Para. 3.3	2) Has the certifying official designated, in writing, the authorized test directors and condition inspectors?	X		
	3) Are cranes being load tested only under the on-site direction of the designated load test director?	X		
	4) Are the Certification(s) of Load Test and Condition Inspection signed by the test director, inspection personnel, and the certifying official?	X		
	5) Are certification packages being properly prepared and is sufficient objective documentation being presented to the certifying official to provide him/her with accurate and complete information on which to base his/her certification decision?	X		
	6) Are all certified cranes posted with (at least) a card or tag with current certification data including the crane identification number, certified capacity, and certification expiration date?	X		
P-307 Para. 3.4.1	7) Are crane certification data and capacity charts posted in the view of the operator?	X		
	8) Does the annual certification process for category 1, 2, and 4 cranes and category 3 wall, gantry, and overhead traveling cranes include a load test?	X		
	9) Are category 3 cranes designated as jib, pillar, pillar jib, monorail, and fixed hoist inspected and certified annually and load tested at least once every second annual certification?	X		
	10) If the crane is in the biennial load test program, does the certification indicate the crane is in the biennial program?	X		
P-307 Para. 3.6	11) For each unit of WHE, is a condition inspection performed before, during, and after the load test?	X		
	12) Are results documented on a Crane Condition Inspection Record and filed in the equipment history file?	X		
	13) Is the crane certification being withheld if it is found to have deficiencies to LB/LC/OSD's?	X		
SECTION 3 CERTIFICATION (continued)			YES	NO
P-307 Para. 3.4.2	14) Are selective inspections, load tests, or other appropriate test and certifications (also third party selective certifications as applicable) completed if the following occurs: After an adjustment, repair, disassembly, replacement, or alteration of a load bearing, load controlling part, or operational safety device?	X		
	a) When interim load tests are performed, does the test include all applicable portions of both the static and dynamic tests of appendix E for the affected component or systems?	X		

	15) Are brakes and limit switches maintained operational and periodically inspected for proper operation?	X	
P-307 Para. 3.4.3	16) When recertification (i.e. a load test) is not required following repairs or adjustments to major components, do work documents include the requirement for an operational test? a) For major deficiencies not requiring recertification, is all completed work inspected, operational test witnessed by a designated inspector? b) Following the completion of work and prior to returning the crane to service, are the work documents for major deficiencies not requiring certification signed by the chief engineer or certifying official?	X X X	
P-307 Para. 3.5	17) Are cranes being removed from service with expired certifications? a) Are cranes being removed from service upon detection of major deficiency? b) Are cranes being removed from service after exceeding the certified capacity?	X X X	
P-307 Para. 3.5.1	18) Are extensions to annual certification in writing and approved by the Commanding Officer of the activity with concurrence by certifying official? a) Are the extensions limited to no more than 45 days from the annual certification date? b) Is each extension filed in the equipment history file?	X X X	
P-307 Para. 3.5.2	19) Does the activity utilize the exception for controlled disassembly and reassembly? a) Is it a step by step procedure with inspection sign off points, approved by the certifying official and NCC?	X X	
P-307 Para. 3.5.3	20) Does the activity utilize ancillary equipment (e.g., swing away jib boom, boom inserts, manual extensions) on its mobile cranes? 21) If so, are the procedures approved by the certifying official and NCC or (alternately) does the activity re-certify the crane after installation?	X X	
P-307 Para. 3.7	22) Are load tests performed in accordance with the procedures set forth in appendix E and any special requirements of the OEM or activity engineering organization?	X	
P-307 Para. 3.7.1	23) Have test weights for WHE load tests been marked with a unique identification number and the actual weight in pounds taken from the scale or other weighing device? 24) Further, have the weights been measured using calibrated equipment traceable to the National Institute of Standards and Technology? 25) Is there a list of test weights, with identification numbers and weights retained that includes the type and serial number of the weighing device?	X X X	
P-307 Para. 3.7.3	26) Do cranes that exhibit the hoist roll back condition have the load at which roll back occurs marked on the crane and in the history file and at what speed points roll back occurs?	X	
P-307 Para. 3.7.2.1	a) Is the minimum load that hoist hull back occurs determined for each speed point and posted on the crane?	X	
P-307 Para. 3.7.2.1	b) Are crane rigging and operations personnel trained specifically on the crane characteristics?	X	
P-307 Para. 3.7.2.1	c) Are procedures established for handling loads at or near roll back conditions?	X	
P-307 Para. 3.7.4	27) Are mobile cranes temporarily mounted on barges re-load tested and re-certified after mounting on the barge? a) Is a third party certification completed if the crane will be used for ship repair or longshoring work?	 N/A N/A	

SECTION 4 CRANE ALTERATIONS

		YES	NO
P-307 Para. 1.4.e	1) Are crane alterations performed for all changes in the original equipment manufacturer's (OEM) WHE design configuration including: a) Replacement of parts and components with parts or components not identical with original? b) Addition of parts and components not previously a part of the equipment? c) Removal of components which were previously a part of the equipment? d) Rearrangement of parts or components? e) Alteration of existing parts and materials?	X	

P-307 Para. 4.2	2) Are all crane alterations to load bearing, load controlling parts, or operational safety devices forwarded to the NCC for approval?	X	
	3) Is the acceptance and incorporation of NCC comments documented on shop work documents?	X	
	4) Is there a system/procedure to ensure part numbers or ordered parts can be traced to current or as-built drawings or bill of materials?	X	
P-307 Para. 4.2.1	5) That the part ordered is the part received and the same part installed?	X	
P-307 Para. 4.3	6) Are mandatory alterations being accomplished on all cranes specified by the NCC?	X	
	7) Are locally approved crane alterations being approved by the appropriate engineering organization?	X	
	8) Are they being forwarded to the NCC within 14 days after approval?	X	
	9) Provide a list of all local and NCC approved alterations.	X	
P-307 Para. 4.4.1.1	10) Are controls in place to ensure: Cranes with deterioration or deficiencies of load bearing parts, load controlling parts or safety devices are repaired and not down rated?	X	
	11) No changes are made to the OEM rated capacity due to deterioration or deficiencies of load bearing parts, load controlling parts, or safety devices?	X	
P-307 Para. 4.4.1.2	12) Is documentation on file reflecting that cranes have been previously been tested and certified to OEM's rated capacity, when locally down-rated based on adverse operating conditions or administrative changes for operational efficiency?	X	
P-307 Para. 4.4.2	13) Are alteration requests being forwarded to the NCC for approval on replacement parts that do not meet Navy criteria, e.g. MIL-HDBK-1038?	X	
P-307 Para. 4.4.3.a	14) Are hooks inspected to ensure no weld repairs have been performed?	X	
P-307 Para. 4.4.4.	15) Are crane component setting adjustments, i.e., brake adjustments outside the OEM limits or the use of non-standard options or components other than what is permitted by the OEM being forwarded to the NCC for approval?	X	
P-307 Para. 4.4.5	16) Are alterations to the application programs of microprocessor controlled cranes being forwarded to the NCC for approval?	X	
P-307 4.4.6.1	Para. 17) Main chord damage: Are weld repairs being made to damaged main chord members of lattice boom category 1 or category 4 cranes only by the OEM / OEM designated repair facility in accordance with OEM specifications?	X	
	18) Are cranes being removed from service for engineering/OEM evaluation if evidence of dented boom chords and/or lacing members is detected?	X	
P-307 4.4.6.2	Para. 19) Are repairs for boom lacing damage performed only in accordance with OEM specifications; or developed by the activity engineering organization and forwarded to the NCC for approval?	X	
P-307 Para. 4.4.6.3	20) Are repair procedures for structural repairs to telescoping and articulating booms being forwarded to the NCC for approval?	X	
P-307 Para. 4.5	21) Are local and NCC alteration, installation and certification action records being filed in the crane equipment history files?	X	
	22) Are the appropriate engineering drawings being revised as necessary?	X	
	SECTION 5 EQUIPMENT HISTORY FILE	YES	NO
P-307 Para. 5.1	Has the activity established and maintained an individual equipment history file on each unit of weight handling equipment which contains the following documentation as applicable?	X	

SECTION 5 EQUIPMENT HISTORY FILE (continued)		YES	NO
1) Maintenance Inspection Specification and Record (indicate scheduling basis)		X	
a) Type "A" Latest plus previous 2 (calendar) or latest plus previous 2 years on engine hours			
b) Type "B" Latest plus previous one			
c) Type "C" Latest plus previous one			
d) Others Latest plus previous one			
2) Crane Operator's Daily Checklist (ODCL) Current month plus previous month)?		X	
3) Shop Repair Orders or Other Repair Documents (Load Bearing/Load Controlling Parts and Operational Safety Devices-seven years, All others-one year)?		X	
4) Non-destructive test reports (Latest for hook and nut, including support hooks)?		X	

	5) Crane Condition Inspection Record (CCIR) (Current, including interim's, plus one previous annual record)?		X	
	6) Certification of load test (Current, including interim's and extensions, plus one previous including interim's and extensions) ?		X	
	7) Third party certifications. (Current plus one previous certification, for applicable cranes)?			N/A
	8) Wire rope breaking strength certification; is actual breaking strength included for wire rope on longshoring cranes,?		X	
	a) Latest for new cranes (after 1995) and for replacement wire rope on existing cranes. Rope manufacturers certification of published minimum breaking strength, or the actual breaking strength of a sample taken from the reel and tested)			
	9) Alteration approvals	Life of crane	X	
	Is crane alteration documentation included with the approval?			
	10) Crane deficiency reports	Seven years		
	(i.e., malfunction or failure of load bearing or load controlling parts)			
	11) Purchase contracts (if available)	Life of crane	X	
	12) Accident reports	Seven years	X	
	13) Hook tram point base measurement	Life of hook	X	
	14) Operational lifts exceeding the certified capacity	Life of crane	X	
	15) Specification data sheets	Life of crane	X	
	16) Crane acceptance test (if available)	Life of crane	X	
	17) Mobile crane operating procedures for ancillary equipment	Life of crane	X	
	(completed procedures when used)			
	18) Crane roller clearance data standard of acceptance	Life of crane	X	
	19) Do hooks and hook nuts have a current non-destructive test certification in accordance with Appendix E, paragraph 1.4.3, performed by an individual or organization qualified per the requirements of ASTM E1444 or NAVSEA Technical Publication T9074-AS-GIB-010/271. Is the NDT the magnetic particle method (except for non magnetic material hooks for which liquid penetrant ASTM E 1417 or T9074-AS-GIB-010/271 method is to used)?		X	
P-307 Para 5.1	20) Are all of the above hook requirements completed for category 3 crane upper support hooks?		X	
	21) Slewing bearing clearance readings	Life of bearing	X	
	22) Oil analysis/vibration analysis data	Life of component	X	
	(Alternate. Internal gear inspection report) Latest			
	23) Material inspection reports for floating cranes (per OPNAVINST 4780.6)	Latest		N/A
	Including waivers of depot availability			
	24) Coupling alignment data per appendices C and D	Latest	X	
	SECTION 6 OPERATOR LICENSING PROGRAM		YES	NO
P-307 Para. 6.1	1) Are operators (except for contractor personnel) of category 1, 2, 4 and cab operated category 3 cranes qualified and licensed in accordance with the P-307?		X	
	2) Are contractor personnel who operate Navy owned WHE of the above categories, certified by the contractor as fully qualified to equivalent requirements of P-307? Is this documented and kept in the contract files?		X	
	3) Are non-cab operated category 3 crane operators trained and have they demonstrated knowledge as defined in appendix N or section 15 of the P-307?		X	
	SECTION 6 OPERATOR LICENSING PROGRAM (continued)		YES	NO
P-307 Para. 6.2.3	4) Do licensed crane operators carry their licenses?		X	
P-307 Para. 6.2.4	5) Have crane operators been "checked out" by the cognizant operations supervisor on the specific crane to be operated?		X	
P-307 Para. 6.2.5	6) Are incidental licenses issued? If so, does the license indicate that "NO LIFTING OF LOADS ALLOWED"?		X	
P-307 Para. 6.3	7) Has the activity Commanding Officer designated the official and organization responsible for the management and administration of the licensing program?		X	
	8) Has the official responsible for the license program designated, in writing, instructors and performance examiners?		X	
	9) Does the performance examiner hold a license for specific equipment for which he/she is conducting operator testing?		X	

SECTION 7 OPERATOR QUALIFICATION & TESTING		YES	NO
P-307	1) Are all crane operators physically examined by a licensed health care professional?	X	
Para. 7.1.1			
	2) Is the criteria used to determine acceptability in accordance with U.S. Dept of Transportation, Federal Highway Administration, Motor Carrier Safety regulation, 49 CFR 391?	X	
P-307	3) Does the activity's Commanding Officer require the crane operator applicant to meet any additional personal or physical qualifications?		X
Para. 7.1.1.3			
P-307	4) Does a crane operator candidate demonstrate proficiency on the type of crane for which he is applying for a license?	X	
Para. 7.4			
P-307	5) Are the operators trained in a formal course of instruction in crane safety as indicated by section 13?	X	
Para. 7.4.1			
	6) Are applicants for license renewal given refresher training as indicated by section 13?	X	
	7) Is a written examination given for each of these courses to ensure that applicants are and continue to be thoroughly familiar with crane safety regulations?	X	
P-307	8) Are applicants required to take and pass a crane specific written examination? Do the contents of the exam follow the sample in NAVFAC P-307, appendices I and J? Is the passing score 70%?	X	
Para. 7.4.2			
P-307	9) Are the latest graded examinations filed in the operator license jacket?	X	
Para. 7.4.2.2			
P-307	10) Are operators required to pass performance tests, which as a minimum meet the basic requirements of P-307 appendices K (for category 1 & 4 cranes) and/or L (for category 2 & cab operated 3 cranes)?	X	
Para. 7.4.3			
SECTION 8 LICENSING PROCEDURES & DOCUMENTATION		YES	NO
P-307	1) Does the activity have procedures for controlling crane operator's applications and licenses, which includes a status control sheet?	X	
Para. 8.1-8.2			
P-307	2) Does the Crane Operator's License include the essential elements contained in figure 8-2 (identification, qualification, limitation, authorization, and validity)?	X	
Para. 8.3			
P-307	3) Is the license valid not to exceed 2 years?	X	
Para. 8.3.1.5			
P-307	4) Do the activity's procedure and requirements for license renewal include a physical exam, specialized tests, refresher training, and performance tests (if the operator has not operated a particular type of crane during the license period)?	X	
Para. 8.5.3			
	a) Is all required documentation present in the file?	X	
	5) Is documentation provided that operators have actually operated the different types of cranes during the licensing period prior to not requiring a re-performance test?	X	
P-307	6) Are licenses automatically suspended when the operator is charged with a crane accident?	X	
Para. 8.5.4-5			
P-307	7) Is a separate file kept on each crane operator?	X	
Para. 8.6	Does the file include the following documentation? (Note: Lack of essential documentation may invalidate licenses.)		
	a) Application for crane operator license	X	
	b) Crane operator license record	X	
	c) Copy of current operator license or incidental license	X	
	d) Certificate of medical exam	X	
SECTION 8 LICENSING PROCEDURES & DOCUMENTATION (continued)		YES	NO
	e) Specific crane written tests (graded, dated and signed by examiner)	X	
	f) Performance tests, latest for each type of crane (graded, dated and signed by examiner)		
	g) Initial and refresher safety training records (graded, dated and signed by examiner or certificate of completion with test score)?	X	
	h) License suspension and renewal records	X	
	i) Revocation justification	X	
SECTION 9 OPERATOR CHECKS		YES	NO
P-307	1) Do category 1, 2, and 4, and cab operated category 3 crane operators perform an check of their assigned cranes each shift prior to operation of the crane, recording the results on a crane Operator's Daily Checklist (ODCL)?	X	
Para. 9.1			
P-307	2) If the activity has cranes which are equipped with load bearing, load controlling or safety devices not shown in figure 9-1, have they been included on the activity's ODCL's?	X	
Para. 9.1.1			

	3) Are operators trained to mark any ODCL attribute as unsatisfactory and also required to include a note in the remarks section identifying the specific component and describing the unsatisfactory condition?	X	
P-307 Fig. 9-1	3) Does the ODCL include asterisks (*) to indicate all load bearing/load controlling/operational safety devices shown on figure 9-1?	X	
P-307 Para. 9.1.2.1.1	4) Does the ODCL include, as a minimum, all of the checklist attributes applicable to the cranes at the activity?	X	
P-307 Para. 9.1.3	5) Are ODCL's collected or turned into the supervisor at the end of each shift?	X	
P-307 Para. 9.2	6) Does the user shop perform inspections of units and report problems to the crane inspection department?	X	
	a) Do category 3 bridge, gantry, and wall crane operators perform checks of their assigned cranes prior to operation of the crane at least once each month, recording the results on a crane ODCL format?	X	
	b) Are documented inspections performed on bridge, wall and gantry cranes each calendar month the crane is in use? Are current and previous month's checklists being retained?	X	
	c) For non-cab operated category 3 cranes, are procedures in place for the operator to notify the supervisor and for the supervisor to advise the crane inspection organization of all deficiencies?	X	
P-307 Para. 9.3.1	8) For operator detected deficiencies on load bearing, load controlling or operational safety devices, does the activity ensure that the operator immediately secures the crane from further operation and notifies the supervisor if he/she observes a deficiency to a load bearing/load controlling part or operational safety device or observes an operating condition which could result in uncontrolled movement, failure to move as expected from control input or otherwise renders the crane unsafe?	X	
P-307 Para 9.3.2	9) When other deficiencies are noted on the ODCL, does the activity ensure the operator's supervisor provides the crane inspection organization with a copy of the ODCL?	X	
	10) For non-cab operated category 3 cranes, are there procedures in place to ensure the operator's supervisor and crane inspection organization when other efficiencies are noted on the checklist?	X	
	SECTION 10 OPERATION SAFETY	YES	NO
P - 307 Para. 10.1.1	Is the operational risk management process (OPNAVINST 3500.39) being used?	X	
P-307 Para. 10.2	1) Does the activity ensure that crane team members understand their responsibilities? At activities with out rigging tradesmen, have personnel assigned to perform rigging tasks been trained in accordance with appendix N or section 15?	X	
P-307 Para. 10.2.2.2/3	2) Does the supervisor ensure that the operator assigned to a piece of equipment is thoroughly knowledgeable and qualified to operate that particular piece of equipment and understand all safety devices?	X	
P-307 Para. 10.2.2.3	3) Has the activity developed local procedures for controlling the bypassing of safety devices?	X	
	4) Are limit switch bypass keys removed from the operators cab and kept under the control of supervision? If not are adequate controls in place to ensure limit switches will not be bypassed?	X	
P-307 Para. 10.3.1	5) Has the activity contacted the Original Equipment Manufacturer (OEM) or authorized distributor for supplemental information for their cranes?	X	
P-307 Para. 10.4.1.1	6) Has the activity identified complex lifts and prepared written procedures for conducting these lifts?	X	
	SECTION 10 OPERATION SAFETY (continued)	YES	NO
P-307 Para. 10.5	7) Is radius being measured when lifts exceed 50% of the cranes capacity at the maximum anticipated radius planned for use?	X	
P-307 Para. 10.5.1	8) Is activity equipment such as sand hoppers and shipping containers marked with their empty and full weights and are manlifts, fork lifts and mobile cranes which may be lifted by a crane marked with their weight?	X	
P-307 Para. 10.6	9) Does the activity ensure that if supplemental hand signals are used that they are included in the operator and rigging training programs?	X	
P-307 Para. 10.8	10) Are there written procedures for lifting of personnel as required for critical lifts, and does the crane rigging gear and body harnesses meet OSHA requirements?	X	
	11) Are alternatives investigated to ensure there are no safer means of lifting personnel than by a crane?	X	
29 CFR 1926	12) Does the hook have a safety latch that can be closed and locked?	X	
	13) Do all personnel lifted wear a safety harness?	X	
P-307 Para. 10.8.2.2	14) Are proof tests being conducted at each job sight prior to lifting personnel?	X	

P-307	15) Does the activity have a local instruction for suspending operations and securing WHE in adverse weather conditions, including high winds?	X	
Para. 10.9			
P-307	16) Does the activity have procedures for operating cranes near overhead electrical lines?	X	
Para. 10.11.1			
P-307	17) Is the boom pawl engaged when the boom hoist is not being used?	X	
Para. 10.12			
P-307	18) Are hook blocks being secured to the carrier frame? Are connecting pieces less than the rated load of the hook blocks?	X	
Para. 10.17			
SECTION 11 ADDITIONAL REQUIREMENTS		YES	NO
P-307	1) Are all cranes marked with capacity ratings in pounds?	X	
Para. 11.1			
	a) Are all cranes marked with the a unique identification number?	X	
P-307	2) For all newly acquired used locomotive, truck, cruiser, crash, commercial truck mounted, articulating boom, and crawler cranes, does the activity perform required stability checks?	X	
Para. 11.2			
	3) Does the engineering organization evaluate crane alterations to determine if stability testing is required?	X	
P-307	4) Has the certifying official approved capacities for cranes where the OEM permits free rated lifts over the side?	X	
Para. 11.3.1.2			
	5) Are the capacities not more than 60% of the OEM's over the side ratings?	X	
P-307	6) Are wedge socket end connections approved by the certifying official for use?	X	
Para. 11.4.3			
P-307	6) Does the activity have written crane lockout/tagout procedures that conform to OPNAVINST 5100.23 and have they been approved by the activity safety office?	X	
Para. 11.6			
P-307	7) Does the activity track corrective actions associated with Crane Safety Advisories (CSA)?	X	
Para. 11.7			
	8) Are CSA's being distributed to key program personnel responsible for corrective actions?	X	
	9) Is there a log or record of receipt of Equipment Deficiency Memoranda?	X	
SECTION 12 INVESTIGATION AND REPORTING OF WHE ACCIDENTS		YES	NO
P-307	1) Have all operators, riggers, mechanics, engineers, supervisors and managers been trained with respect to:	X	
Para. 12.1/2/3			
	(a) The definition of a WHE accident and to recognize events, circumstances and material conditions that are or could be evidence of a previously unreported WHE accident?	X	
	(b) Stopping all operations upon having a crane accident or seeing evidence of an unreported accident? If an accident is suspected, is the crane secured in a safe position, and the accident scene undisturbed until the investigation has been completed?	X	
	(c) Investigating, reporting and forwarding summary reports to the NCC?	X	
P-307	2) Are near misses reported by letter to the NCC with lessons to be learned?	X	
Para. 12.3			
P-307	3) Are accidents being identified, investigated, reported and forwarded to the NCC as required and summarized above?	X	
Para. 12.4			
SECTION 12 INVESTIGATION AND REPORTING OF WHE ACCIDENTS		YES	NO
(continued)			
	4) Are corrective actions taken as result of accident investigations effective in preventing recurrence?	X	
	5) Is the NCC notified not later than 24 hours from the date of any accident involving a fatality, in patient hospitalization, overturned crane, collapsed boom or other major damage?	X	
P-307	6) Is the WHE accident report prepared and forwarded to NCC within 30 days of the accident?	X	
Para. 12.4.2.5			
SECTION 13 TRAINING AND QUALIFICATION		YES	NO
P-307	1) Have all Navy military and civilian personnel and service contractors involved in the management of Navy WHE successfully completed the respective training courses required by table 13.1?	X	
Para 13.1			
P-307	2) Have the crane operator license candidates successfully completed the applicable crane safety course(s) required by table 13.1?	X	
Para 13.2.1			
P-307	3) Have all (non-cab operated) category 3 crane operators successfully completed the required safety course?	X	
Para 13.2.2			
P-307	4) Have supervisors participated in the table 13-1 courses in their area of cognizance?	X	
Para 13.3			

P-307 Para 13.4	5) Are records maintained for each WHE employee identifying individual student names, training dates, examination results and supervisors verification of qualification?	X	
P-307 Para 13.5	6) Has the supervisor determined each WHE employee is qualified to perform his/her job assignment?	X	
SECTION 14 CRANE RIGGING GEAR & MISC EQUIPMENT		YES	NO
P-307 Para. 14.3	1) Has all applicable equipment and gear been tested, inspected, and marked/tagged with a unique identification number, rated load, and re-inspection due date?	X	
	2) Is all commercially procured equipment (i.e. slings, shackles, links, rings, swivel hoist rings, etc.) marked with the manufacturer's name, logo, trade mark, or other method that will make it possible to identify the manufacturer?	X	
	3) Is all lashing used for lifting marked to identify the reel or spool taken from and the basic rated load?	X	
P-307 Para. 14.4.1	4) Has all applicable gear been initially inspected and load tested or does it have a certificate of load (proof) test been provided by the OEM?	X	
	5) Is manually and power operated lifting and hoisting gear (chain falls, portable floor cranes, etc.) tested annually or within one year of use?	X	
	6) Are crane structures used for mounting portable chainfalls and hoists tested within 24 months prior to use?	X	
P-307, Para. 14.3, Para. 14.4.1	7) Are the legs of multi-legged sling assemblies tested individually (or two legs at a time with the legs 180 degrees apart)? Is the master link tested at the test load required for each sling leg multiplied by the number of sling legs supported by that link?	X	
	8) For multiple-leg sling assemblies, is each leg marked with its rated load? Is the master link marked with the maximum load for the sling assembly?	X	
P-307 Para. 14.4.1.1	9) Are the requirements for equipment used in cargo transfer operations understood and complied with if applicable to the activity?	X	
P-307 Para. 14.4.3.	10) Are chain slings being periodically inspected on 3 month frequencies if used for ship repair, ship breaking, ship building or cargo transfer?		N/A
P-307 Para. 14.5	11) Are repairs and alterations to equipment performed in accordance with OEM or activity engineering instructions, and are records of repair and alterations maintained for the life of the equipment?	X	
	12) Is repaired equipment re-inspected and re-tested prior to being returned to service?	X	
P-307 Para. 14.6	13) Do users of multiple-leg sling assemblies size the gear used for four-point lift based on two legs carrying the load?	X	
	14) Are all shop-fabricated slings rated to meet the requirements of the ASME B-30.9?	X	
	15) If slings are shop fabricated, are swaging dies inspected for wear or swaged fittings inspected for after-swage dimension per OEM's requirements?	X	
29CFR 1910.184 (f) (2)	16) Do all wire rope slings in use have the required 10:1 (length to diameter) distance between end fittings?	X	
SECTION 14 CRANE RIGGING GEAR & MISC EQUIPMENT (continued)		YES	NO
29CFR 1910.184 (f) (2) (iii)	17) Do all wire rope grommets/endless slings in use have the required minimum length (i.e., Grommets and endless slings shall have a minimum circumferential length of 96 times the body diameter of the grommet or endless sling)?	X	
P-307 Para. 14.6.2.3.1	18) Are all wire rope grommets/endless slings manufactured with a rated capacity based on calculations outlined in NAVFAC P-307, paragraph 14.6.2.3.1?	X	
P-307 Para. 14.6.4.3.4	19) Are synthetic roundslings used in strict compliance with the OEM's instructions, including using shackles recommended by the OEM for this type of sling?	X	
	20) Do alternate-yarn roundslings have a certificate of proof test showing the pin size it was tested with and is the minimum pin size allowed marked on the sling?	X	
P-307, Para. 14.11	21) Do dynamometers with steel load bearing members have a 5:1 safety factor, and those with aluminum members a 7:1 safety factor?	X	
ASME B30.9	22) Is rigging equipment not in use stored out of the weather?	X	
APPENDIX C & D MAINTENANCE INSPECTIONS		YES	NO
App. C and D, Note 1, Pages C-1 and D-1	1) Are the inspection forms provided in appendices C and D being used?	X	
	2) Has the activity developed additional inspection criteria for those items not identified in appendices C and D?	X	
App. C and D, Note 2, Pages C-1 and D-1	3) Are approved lockout procedures being used when the equipment is de-energized?	X	

App. C and D, Note 4, Pages C-1 and D-1	4) Are unsatisfactory conditions being identified on the "Unsatisfactory Items" sheet together with a statement of conditions observed?	X
App. C and D, Note 4, Pages C-1 and D-1	5) Are corrective actions detailed on a Shop Repair Order (SRO) or other appropriate work order?	X
App. C and D, Note 5, Pages C-1 and D-1	6) Are brake data measurements recorded on the "Brake Data" sheet?	X
App. C and D, Note 6, Pages C-1 and D-1	7) Are wire rope and other measurements that are required for acceptance being recorded?	X
App. D, Items 7, 8b, 9, and 13b.	8) These items require certain inspections which must have been initially completed by June 2001, with subsequent reinspections at intervals of six or ten certification periods thereafter. Are the actions taken being recorded to ensure proper future scheduling?	X
App. C and D Items C24, 25, 26, 27, D10, D13	9) Are brake linings inspected for glazing (with disassembly as required) at "B" inspections?	X
App. C and D Items C28 and D7	10) Are initial coupling alignment verifications for the hoist and rotate drives completed or scheduled to be completed by June 2001?	X
App. C and D C29b and D8b	11) Is there an oil or vibration analyses program implemented for hoist and rotate drives?	X

APPENDIX E CRANE TEST PROCEDURES

PREREQUISITES		YES	NO
	1) Have required repairs, alterations, and maintenance been accomplished and properly documented and verified as required by Sections 2 and 4 prior to commencing the load test?	X	
	2) Is a pretest briefing being conducted by the test director to insure all crane test team members are aware of their duties and responsibilities before, during and after the test?	X	
	3) Are all team members knowledgeable of the specific equipment and test environment?	X	
	4) Has the test area been selected and properly barricaded to ensure the safety of personnel and equipment during the test and in the event of component failure?	X	
	5) Is all rigging gear in compliance with Paragraph 1.6.2 of appendix E?	X	
	6) Have the assembled test weights been calculated correctly and verified independently based on the equipment's capacity chart. Are all weights, marked with their weights and have all weights including rigging gear been included in the weight calculation?	X	
	7) Do test procedures include all required steps of appendix E as well as specialized procedures for the specific features and unique operational and design characteristics?	X	
	8) Are tests being performed in verbatim compliance with the test procedures and are the procedures present and being used at the test site (not performed from memory)?	X	
	9) Do all hooks have tram points installed with the base measurement kept on file in the equipment history file?	X	
	10) Are all crane hooks and nuts uniquely identified for traceability to the NDT report?	X	

APPENDIX E CRANE TEST PROCEDURES (continued)

	YES	NO
11) Have hooks been visually, operationally and dimensionally checked prior to and during/after load test as appropriate?	X	
12) For cranes equipped with mechanical load brakes, is the mechanical load brake being properly tested individually? Is a standard operating procedure in place for releasing the brakes or is a notation being made in the remarks section of the Certification of Load Test and Condition Inspection form as to how the primary brake was defeated?	X	
13) Are cranes with two holding brakes, primary and secondary (delayed set) being tested separately as required in appendix "E" para 2.2.3.a and 6.2.1.b?	X	
14) Are all load tests prescribed by P-307, appendix E for the respective type of crane being performed and properly documented and are all applicable test paragraphs required by P-307, appendix E noted on the "Certification of Load Test and Condition Inspection"?	X	
15) Are the correct test loads being applied?	X	
16) Are mobile crane load tests being performed completely and correctly (at the appropriate radii, boom length for hydraulic cranes, over the side, rear, on rubber if approved by the certifying official, etc.)?	X	
17) Are crane rails (portal cranes and top running bridge cranes) certified per NAVFACINST 11230.1?	X	
18) Are category 4 test procedures developed from OEM procedures and recommendations or from the activities local engineering organization as per App E, para 5.1.1.?	X	
19) Are category 4 articulating boom cranes being tested in accordance with App E. para 5.6?	X	

APPENDIX N - PERSONNEL QUALIFICATIONS

		YES	NO
P-307, Appendix N, Para. 1	1) Are WHE personnel who perform crane program functions trained and/or required to demonstrate that they possess adequate knowledge and/or skills as follows:	X	
	a) Maintenance Mechanics and Electricians?	X	
	b) Inspectors?	X	
	c) Load Test Directors?	X	
	d) Operators of Non-Cab Operated Category 3 WHE? (Training and proficiency required)?	X	
	e) Riggers?	X	
	f) Crane Walkers?	X	
P-307, Appendix N, Para. 2	2) Do operations and rigging, maintenance, inspection and load test supervisors demonstrate adequate knowledge in conducting pre-job briefings, assessing personnel qualifications to perform required functions and how to determine that those qualifications are current and familiarity with safe operating and/or rigging practices?	X	
P-307 Appendix N, Para. 3	3) Are crane engineers performing work in support of WHE technically competent in their particular engineering discipline and knowledgeable of the design fundamentals of WHE and MIL-HDBK-1038, and the requirements of NAVFAC P-307, sections 2 through 5 and appendices C through F?	X	
	4) Are rigging engineers knowledgeable of ASME B30.9, military and federal standards for rigging gear, and NAVFAC P-307, sections 10 and 14?	X	
P-307, Appendix N, Para. 4	5) Do WHE certifying officials demonstrate adequate knowledge in the application of the requirements of this manual for inspection, maintenance, testing, and certification of WHE?	X	